

Asheville Civil Service Board
November 2, 2012 8am
Fourth Floor Municipal Building

Present Board: Larry Harris, Virginia Robinson, Jacquelyn Hallum, and Alan Coxie.

Absent: Marv Rosen

Staff: Kelley Dickens, Adam Diaz, Derrick Swing, Holly Waltemyer and Police Chief William Anderson

Guests: Patsy Brison (Board Counsel), Marc Hunt (City Council Liaison), and Steve Straus (Developmental Associates)

I. Welcome

Larry Harris calls meeting to order at 8:09 am.

II. Approval of September Minutes

Jacquelyn Hallum made a motion to approve the September minutes. Alan Coxie seconded the motion. The motion carried unanimously.

III. Police Department Captain Requirement Change

Chief Anderson updated the board on pending changes to the upcoming Captain promotional process.

- The only qualification change is an increase of Lieutenant experience from 18 to 24 months
- Seven of the eight current Lieutenants are eligible for the upcoming Captain promotion process. The only Lieutenant not eligible was recently promoted to Lieutenant.
- The Chief would like to have Developmental Associates conduct the Captain promotional process.

Alan Coxie asked why Chief Anderson felt the need to change the Lieutenant experience requirement.

- Extending the requirement will provide candidates with more experience before they move on to another position.
- The industry standard is also around two years.

Virginia Robinson makes a motion to approve the Chief's experience requirement request. Jacquelyn Hallum seconds the motion. The motion was carried unanimously.

Decision: The Civil Service Board approves the Captain requirement of at least two (2) years Lieutenant experience.

IV. Discussion of Civil Service Board Scope

Kelley Dickens requested clarification regarding the Board's role in reviewing and approving Police and Fire promotional processes.

- Patsy Brison referred to Asheville's Charter and Related Laws, part 1, subpart B (Related Laws), section 35 which explains the Board's authority to "review and approve all promotional processes in the police and fire departments."
- Patsy also interprets section 34.a.1 which states the Board has authority to "establish criteria to be used to fill each position" in the Fire and Police Departments as giving the Board authority to review and approve promotional processes.
- Patsy reviewed minutes from Civil Service Board meetings in 2009 and 2012 and believes the Board has acted appropriately in those promotion process discussions.

V. Police Department Promotional Process Change

Kelley Dickens redirects the meeting back to using Developmental Associates for future promotional processes.

Chief Anderson stated that if the use of Developmental Associates is approved the Captain promotional process will commence the second week in January. The Police Department would like to communicate details of the upcoming promotional opportunity soon thus giving Lieutenants sufficient preparation time.

Larry Harris invited Steve Straus to describe Developmental Associates' process so the Board can consider approval.

Steve has worked with a variety of fire and police departments. He also works with several of the leading universities in North Carolina.

To conduct a promotional process Developmental Associates will:

- Meet with the key stake holder groups. For the Captain process Steve would meet with the Chief, current Captains, Lieutenants who might be candidates, and those directly affected by the promotion decisions.
- Gain input from these groups on three key issues:
 - What they see as the biggest challenges facing the department
 - The most important responsibilities for the position
 - The most important competencies of a Captain
- Design exercises that simulate what the Captain would have to do in the position. A one-on-one role play with a direct report is usually incorporated as this is a key role. Candidates typically participate in 3-4 exercises.
- Bring in assessors from outside the organization. These assessors will be of similar rank from a comparably sized organization or a higher rank from a smaller organization. Steve will spend a half day training the assessors.
- Assessors score each candidate according to four dimensions assigned to the exercises (leadership, communication, writing, community policing, etc).
- The assessors meet and share information with the Chief. Assessors meet with the Chief separately from the assessors of other exercises.

Alan Coxie asked if the City has a contract with Developmental Associates and if there are other bidders.

- The City does not currently have a contract with Developmental Associates for promotional processes. Developmental Associates is currently providing supervisor training for the City and coordinated the last HR Director and Police Chief hiring processes.
- Kelley Dickens has been an assessor for Developmental Associates and recommends them.
- The City has used IMPA for promotion processes in the past. IMPA is more expensive.

Alan Coxie asked Chief Anderson if he recommends using Developmental Associates.

- Chief Anderson has experience with Developmental Associates since 2007. He has never had issues with them.
- Chief Anderson highly recommends Developmental Associates.

Jacquelyn Hallum moves to approve the use of Developmental Associates. Virginia seconds the motion. It is approved unanimously.

Decision: The Civil Service Board approved the use of Developmental Associates for future promotional processes.

VI. Proposed Changes to the Civil Service Rules and Procedures Document

The following changes are proposed for further discussion in December:

- Section A: Authority and Purpose - The 2009 amendment needs to be referenced here
- Section E3: Regular Meetings - Instead of specific meeting schedule use general statement as in "the board meeting shall be held on such day of each month at such time as determined by the board."
- Section E3: Regular Meetings – Currently, this section states "the deadline for receiving items for the Board's consideration shall be 5:00 pm on the Wednesday before the Board meeting." This should be changed to say "before 5 pm of the seventh day before the meeting."
- The rules document should reflect posting requirements and practices

- Section E4: Work Sessions - Delete the first sentence leaving only the sentence “Work sessions may be scheduled by the Board during the year and all Board members should make an effort to attend.”
- Section E5: Special Meetings - Change this provision to conform to the statute. Special meetings can also be held if any two board members request such meeting.
- Sections H1 and H2 reference the 1999 Session Laws. These need to be updated to reference the 2009 laws.
- Section H.8.b. – Materials, at the guidance of the Board’s counsel, will be delivered to Board members at the grievance, not prior.

To prepare for December’s meeting:

- Patsy will email the 2009 laws to the Board and HR
- HR will email Patsy a Word document of the Civil Service Board rules and procedures
- Those present are to email the group with other suggested changes
- Patsy is to provide the Board and HR with a draft of changes at least a week in advance of the December meeting.

The proposed changes will be discussed and voted on during the December Civil Service Board meeting.

VII. Other Business

There is no other business

VIII. Adjourn

Larry Harris adjourned at 9:09 am.